

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION PUBLIC UTILITIES COMMISSION		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION EXECUTIVE / LA		(5) ADDRESS 320 W. 4 TH STREET, L.A. CA 90013			
CHECK THE APPROPRIATE BOX					
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER LA103	(10) SCHEDULE DATE 11-29-07	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 114
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - 1
(17) MISSION/FUNCTIONAL STATEMENT : UNIT PROVIDES SERVICES AND INFORMATION TO THE PUBLIC					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Gregory Hill</i>		(19) TITLE <i>Manager</i>		(20) PHONE NUMBER <i>213 574-7073</i>	(21) DATE SIGNED <i>11/29/07</i>
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Gary R. Munhall</i>		(23) CLASSIFICATION <i>ISO II Supervisor</i>	(24) NAME (Printed or Typed) <i>GARY R. MUNHALL</i>	(25) PHONE NUMBER <i>(415) 703-1960</i>	(26) DATE SIGNED <i>12/26/2007</i>
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>James R. Lynch</i>			(28) APPROVAL NUMBER <i>08-007</i>	(29) DATE SIGNED <i>1/10/2008</i>	(30) EXPIRATION DATE <i>1/10/2013</i>
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Andrew Bailey, Archivist</i>			(34) DATE SIGNED <i>Jan. 23, 2008</i>		



1	0	NOTIFY ARCHIVES	FORMAL PROCEEDINGS	P						NO LONGER FUNCTION OF EXEC/ LA
2	3		FORMAL PROCEEDINGS/ CARD FILE	P		PERMANENT				
3	94		COMMISSION DECISIONS/LA COPIES	P		5			5	
4		NOTIFY ARCHIVES	COMMISSION DECISIONS/MICROFILM			PERMANENT				
5			TRAVEL AUTHORIZATIONS	P						COPIES KEPT BY EACH EMPLOYEE
6	2		CASH RECEIPT BOOKS	P		3			3	TO HEADQUARTERS AFTER 3 YEARS
7			PHONE ORDERS / DIRECTORY CHANGES	P						ORIGINALS IN SF
8	0.2		WORK ORDERS	P		3			3	
9			POSITION INFORMATION	P						ORINGINALS KEPT IN SF
10			EMPLOYMENT APPLICATIONS	P						ORIGINALS KEPT IN SF
11	0.1		SUPPLY REQUISITIONS / STOCKROOM	P		1			1	
12			EQUIPMENT INVENTORY	P						CURRENT UNTIL SUPERCEDED
13			EQUIPMENT REQUISITIONS	P						ORIGINALS KEPT IN SF

08-007

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

14	0.3		SUPPLY REQUISITIONS	P		3			3		
15			INVOICES	P							ORIGINALS KEPT IN SF
16			REQUISITIONS - STATE CARS	P							NO LONGER FUNCTION OF EXEC. / LA
17	0.5		BANK TRANSMITTALS	P		3			3		
18	2		PAYROLL WARRANT REGISTER	P		5			5	X	GC6254
19	2		ATTENDANCE REPORT	P		5			5	X	GC6254
20	1		EMPLOYEE ABSENCE REQUESTS	P		5			5	XI	GC6254
21	2		LEAVE SUMMARY	P		3			3	X	GC6254
22	1		EXPENSE ACCOUNT RECORDS	P		3			3	XI	GC6254
23	4		PERSONNEL FILES - ACTIVE	P		ACTIVE				XI	GC6254
24	2		PERSONNEL FILES - FORMER	P		5			5		GC6254
25			STD. 70 RECORDS INVENTORY WORKSHEET	P		CURRENT			CURRENT		Retain as "Current" until no longer needed for reference or analysis, whichever is later.
26			STD. 73 RECORDS RETENTION SCHEDULE (RRS)	P		CURRENT			CURRENT		Retain as "Current" until revised. NOTE: Although revision is required every five yrs. from date approved by CalRIM, RRS that are not revised remain in effect but are considered non-current.